

August 2019

|                            | Month | Year   | Budget | Variance | Available | %     |
|----------------------------|-------|--------|--------|----------|-----------|-------|
| General Purpose            | (797) | 53,6   | 106,4  | 52,799   |           | 50.4  |
| Expenditure                | 6,71  | 33,0   | 94,5   | 61,415   | 61,41     | 35.0  |
| Net Income over            | (7,5) | 20,5   | 11,9   | (8,616)  |           |       |
| plus Transfer from FMR     | 0     | 0      |        |          |           |       |
| less Transfer to FMR       | 0     | 0      |        |          |           |       |
| Movement to/(from) Gen     | (7,5) | 20,5   |        |          |           |       |
| Town Hall Income           | 737   | 33,406 | 69,000 | 35,594   |           | 48.4% |
| Expenditure                | 5,57  | 37,9   | 79,2   | 41,342   | 41,34     | 47.9  |
| Movement to/(from) Gen     | (4,8) | (4,5)  |        |          |           |       |
| Drill Hall Income          | 2,27  | 30,5   | 63,3   | 32,812   |           | 48.2  |
| Expenditure                | 3,16  | 32,2   | 63,3   | 31,168   | 31,16     | 50.8  |
| Movement to/(from) Gen     | (891) | (1,6)  |        |          |           |       |
| 23 Market Place Income     | 0     | 1,25   | 5,50   | 4,250    |           | 22.7  |
| Expenditure                | 0     | 145    | 600    | 455      | 455       | 24.2  |
| Movement to/(from) Gen     | 0     | 1,10   |        |          |           |       |
| Cemetery Cottage Income    | 544   | 1,94   | 6,75   | 4,807    |           | 28.8  |
| Expenditure                | 0     | 0      | 1,50   | 1,500    | 1,50      | 0.0   |
| Movement to/(from) Gen     | 544   | 1,94   |        |          |           |       |
| Public Toilets Expenditure | 918   | 7,908  | 17,450 | 9,542    | 9,542     | 45.3% |
| Other Properties           | 0     | 6,15   | 12,3   | 6,200    |           | 49.8  |
| Expenditure                | 431   | 2,15   | 5,03   | 2,877    | 2,87      | 42.8  |
| Movement to/(from) Gen     | (431) | 3,99   |        |          |           |       |
| Cemetery Income            | (380) | 10,1   | 21,2   | 11,065   |           | 47.9  |
| Expenditure                | 1,29  | 6,90   | 21,2   | 14,356   | 14,35     | 32.5  |
| Movement to/(from) Gen     | (1,6) | 3,28   |        |          |           |       |
| Norwich Road Expenditure   | 0     | 7      | 0      | (7)      | (7)       | 0.0%  |
| Cromer Road                | 0     | 15     | 0      | (15)     |           | 0.0   |
| Expenditure                | 0     | 0      | 250    | 250      | 250       | 0.0   |
| Movement to/(from) Gen     | 0     | 15     |        |          |           |       |
| Woodgate Income            | 0     | 70     | 0      | (70)     |           | 0.0   |
| Expenditure                | 0     | 77     | 0      | (77)     | (77)      | 0.0   |
| Movement to/(from) Gen     | 0     | (7)    |        |          |           |       |
| Bure Meadows Income        | 0     | 43     | 0      | (43)     |           | 0.0   |
| Expenditure                | 64    | 381    | 0      | (381)    | (381)     | 0.0   |
| Movement to/(from) Gen     | (64)  | (337)  |        |          |           |       |
| Allotments General Income  | 0     | 9,65   | 23,8   | 14,150   |           | 40.5  |
| Expenditure                | 1,83  | 9,22   | 23,5   | 14,306   | 14,30     | 39.2  |
| Net Income over            | (1,8) | 422    | 266    | (156)    |           |       |
| less Transfer to CMD       | 0     | 0      |        |          |           |       |
| Movement to/(from) Gen     | (1,8) | 422    |        |          |           |       |

|                 |                                | Actual  | Actual | Current | Variance | Funds    | % Spent |
|-----------------|--------------------------------|---------|--------|---------|----------|----------|---------|
|                 |                                | I       | Year   | nt      | nce      | Availabl |         |
| Markets         | Income                         | 548     | 3,91   | 7,40    | 3,48     |          | 52.9%   |
|                 | Expend                         | 0       | 1,95   | 2,55    | 592      | 592      | 76.8%   |
|                 | Movement to/(from) Gen         | 548     | 1,95   |         |          |          |         |
| Open Spaces     | Income                         | 0       | 72,3   | 145,9   | 73,5     |          | 49.6%   |
|                 | Expend                         | 20,5    | 77,3   | 150,8   | 73,4     | 73,4     | 51.3%   |
|                 | Net Income over                | (20,58  | (5,00  | (4,90   | 103      |          |         |
|                 | plus Transfer from FMR         | 0       | 0      |         |          |          |         |
|                 | Movement to/(from) Gen         | (20,58  | (5,00  |         |          |          |         |
| Street Scene    | Income                         | 0       | 42,6   | 45,3    | 2,67     |          | 94.1%   |
|                 | Expend                         | 7,11    | 23,1   | 45,3    | 22,2     | 22,2     | 51.0%   |
|                 | Movement to/(from) Gen         | (7,11   | 19,5   |         |          |          |         |
| Christmas       | Income                         | 55      | 1,05   | 0       | (1,05    |          | 0.0%    |
|                 | Expend                         | 0       | 148    | 1,65    | 1,50     | 1,50     | 9.0%    |
|                 | Movement to/(from) Gen         | 55      | 903    |         |          |          |         |
| Street Party    | Income                         | 153     | 1,04   | 0       | (1,04    |          | 0.0%    |
|                 | Expend                         | 85      | 2,15   | 0       | (2,15    | (2,15    | 0.0%    |
|                 | Movement to/(from) Gen         | 68      | (1,11  |         |          |          |         |
| General Events  | Income                         | (176    | 462    | 0       | (462     |          | 0.0%    |
|                 | Expend                         | 969     | 1,22   | 0       | (1,22    | (1,22    | 0.0%    |
|                 | Movement to/(from) Gen         | (1,14   | (764   |         |          |          |         |
| Collectors Fair | Income                         | 156     | 1,31   | 0       | (1,31    |          | 0.0%    |
|                 | Grand Totals:-                 | 3,11    | 269,7  | 507,1   | 237,3    |          | 53.2%   |
|                 | Income                         | 6       | 22     | 10      | 88       |          |         |
|                 | Expendi                        | 48,7    | 236,0  | 507,1   | 271,1    | 271,13   | 46.5%   |
|                 | Net Income over                | (45,65  | 33,7   | (30)    | (33,74   |          |         |
|                 | plus Transfer from FMR         | 0       | 0      |         |          |          |         |
|                 | less Transfer to FMR           | 0       | 0      |         |          |          |         |
|                 | Movement to/(from) Gen Reserve | (45,650 | 33,717 |         |          |          |         |

|                 |                         | Month   | Year   | Budget | Variance | Availabl<br>e | %      |
|-----------------|-------------------------|---------|--------|--------|----------|---------------|--------|
| General Purpose | Income                  | 51,6    | 105,3  | 106,4  | 1,11     |               | 99.0%  |
|                 | Expenditu<br>re         | 6,39    | 39,4   | 94,5   | 55,0     | 55,0          | 41.8%  |
|                 | Net Income over         | 45,2    | 65,8   | 11,9   | (53,90)  |               |        |
|                 | plus Transfer from      | 0       | 0      |        |          |               |        |
|                 | less Transfer to<br>EMR | 0       | 0      |        |          |               |        |
|                 | Movement to/(from) Gen  | 45,2    | 65,8   |        |          |               |        |
| Town Hall       | Income                  | 28,3    | 61,7   | 69,0   | 7,26     |               | 89.5%  |
|                 | Expenditu<br>re         | 2,46    | 40,4   | 79,2   | 38,8     | 38,8          | 51.0%  |
|                 | Movement to/(from) Gen  | 25,8    | 21,3   |        |          |               |        |
| Drill Hall      | Income                  | 20,8    | 51,3   | 63,3   | 11,9     |               | 81.1%  |
|                 | Expenditu<br>re         | 44,0    | 76,2   | 63,3   | (12,84)  | (12,84)       | 120.3% |
|                 | Movement to/(from) Gen  | (23,19) | (24,8) |        |          |               |        |
| 23 Market       | Income                  | 1,69    | 2,94   | 5,50   | 2,55     |               | 53.5%  |
|                 | Expenditu<br>re         | 0       | 145    | 600    | 455      | 455           | 24.2%  |
|                 | Movement to/(from) Gen  | 1,69    | 2,79   |        |          |               |        |
| Cemetery        | Income                  | 544     | 2,48   | 6,75   | 4,26     |               | 36.8%  |
|                 | Expenditu<br>re         | 0       | 0      | 1,50   | 1,50     | 1,50          | 0.0%   |
|                 | Movement to/(from) Gen  | 544     | 2,48   |        |          |               |        |
| Public Toilets  | Expenditu<br>re         | 388     | 8,29   | 17,4   | 9,15     | 9,15          | 47.5%  |
| Other           | Income                  | 6,20    | 12,3   | 12,3   | 0        |               | 100.0% |
|                 | Expenditu<br>re         | 431     | 2,58   | 5,03   | 2,44     | 2,44          | 51.4%  |
|                 | Movement to/(from) Gen  | 5,76    | 9,76   |        |          |               |        |
| Cemetery        | Income                  | 8,21    | 18,4   | 21,2   | 2,85     |               | 86.6%  |
|                 | Expenditu<br>re         | 1,86    | 8,76   | 21,2   | 12,4     | 12,4          | 41.2%  |
|                 | Movement to/(from) Gen  | 6,35    | 9,63   |        |          |               |        |
| Norwich         | Income                  | 220     | 220    | 0      | (220)    |               | 0.0%   |
|                 | Expenditu<br>re         | 0       | 7      | 0      | (7)      | (7)           | 0.0%   |
|                 | Movement to/(from) Gen  | 220     | 213    |        |          |               |        |
| Cromer Road     | Income                  | 930     | 945    | 0      | (945)    |               | 0.0%   |
|                 | Expenditu<br>re         | 0       | 0      | 250    | 250      | 250           | 0.0%   |
|                 | Movement to/(from) Gen  | 930     | 945    |        |          |               |        |
| Woodgate        | Income                  | 1,28    | 1,35   | 0      | (1,3)    |               | 0.0%   |
|                 | Expenditu<br>re         | 0       | 77     | 0      | (77)     | (77)          | 0.0%   |
|                 | Movement to/(from) Gen  | 1,28    | 1,27   |        |          |               |        |
| Bure            | Income                  | 1,93    | 1,97   | 0      | (1,9)    |               | 0.0%   |
|                 | Expenditu<br>re         | 64      | 444    | 0      | (444)    | (444)         | 0.0%   |
|                 | Movement to/(from) Gen  | 1,86    | 1,52   |        |          |               |        |

Agenda Item 10b

September 2019

|                        | Month | Year  | Budget | Variance | Available | %      |
|------------------------|-------|-------|--------|----------|-----------|--------|
| Allotments General     | 9,65  | 19,3  | 23,8   | 4,50     |           | 81.1%  |
| Expenditure            | 1,83  | 11,0  | 23,5   | 12,4     | 12,4      | 47.0%  |
| Net Income over        | 7,81  | 8,23  | 266    | (7,9     |           |        |
| less Transfer to FMR   | 0     | 0     |        |          |           |        |
| Movement to/(from) Gen | 7,81  | 8,23  |        |          |           |        |
| Markets                | 512   | 4,42  | 7,40   | 2,97     |           | 59.8%  |
| Expenditure            | 14    | 1,97  | 2,55   | 578      | 578       | 77.3%  |
| Movement to/(from) Gen | 498   | 2,45  |        |          |           |        |
| Open Spaces            | 65,9  | 138,3 | 145,9  | 7,60     |           | 94.8%  |
| Expenditure            | 7,15  | 84,5  | 150,8  | 66,2     | 66,2      | 56.0%  |
| Net Income over        | 58,7  | 53,7  | (4,9   | (58,6    |           |        |
| plus Transfer from FMR | 0     | 0     |        |          |           |        |
| Movement to/(from) Gen | 58,7  | 53,7  |        |          |           |        |
| Street Scene           | 22,6  | 65,3  | 45,3   | (20,0    |           | 144.1% |
| Expenditure            | 2,06  | 25,1  | 45,3   | 20,1     | 20,1      | 55.5%  |
| Movement to/(from) Gen | 20,6  | 40,1  |        |          |           |        |
| Christmas              | 175   | 1,22  | 0      | (1,2     |           | 0.0%   |
| Expenditure            | 0     | 148   | 1,65   | 1,50     | 1,50      | 9.0%   |
| Movement to/(from) Gen | 175   | 1,07  |        |          |           |        |
| Street Party           | 0     | 1,04  | 0      | (1,0     |           | 0.0%   |
| Expenditure            | 0     | 2,15  | 0      | (2,1     | (2,15     | 0.0%   |
| Movement to/(from) Gen | 0     | (1,11 |        |          |           |        |
| General events         | 0     | 462   | 0      | (462     |           | 0.0%   |
| Expenditure            | 0     | 1,22  | 0      | (1,2     | (1,22     | 0.0%   |
| Movement to/(from) Gen | 0     | (764  |        |          |           |        |
| Collectors Fair Income | 234   | 1,54  | 0      | (1,5     |           | 0.0%   |
| Grand Totals:-         | 221,0 | 490,7 | 507,1  | 16,3     |           | 96.8%  |
| Expenditure            | 66,6  | 302,6 | 507,1  | 204,4    | 204,4     | 59.7%  |
| Net Income over        | 154,3 | 188,0 | (30)   | (188,0   |           |        |
| plus Transfer from     | 0     | 0     |        |          |           |        |
| less Transfer to FMR   | 0     | 0     |        |          |           |        |
| Movement to/(from) Gen | 154,3 | 188,0 |        |          |           |        |

Dear Sir/Madam

**Can you help support us to provide vital community transport services in your area?**

North Norfolk Community Transport (NNCT) is a registered charity providing a range of essential services to people across North Norfolk who struggle to access local services and the community. Sometimes this is because they do not have their own vehicle, but often it is because there are no public transport links in their area, or no services accessible enough for their needs. Most of the people we transport are in their 80s and 90s, although our services are available to anyone who needs help getting out and about, regardless of age.

Our services currently include:

- Dial a ride routes that provide accessible minibus transport to local shops and supermarkets. The service is door-to-door and residents are helped with their shopping as required. People also use this service to access local banks.
- An Accessible Car Service that can provide transport for wheelchair users across the county, as well as transport for people who need to get to medical appointments and have no other transport option available to them.
- Group trips and outings to places of interest, helping to combat loneliness and isolation, again in a fully accessible minibus to and from the door.
- Minibus Hire for other charities and not-for-profit community groups, helping other organisations transport their members to events and on outings

*“It has made a big difference to me since I stopped driving, as I am registered disabled and cannot walk to the bus stops. I can now do my shopping and also have people to have a laugh with.”*

## How you can support us

As a charity we are hugely reliant on grants and donations to keep our services on the road. We charge a small fare to passengers but we have to keep this low and affordable, so this only covers about a quarter of the costs of running the services.

We would be most appreciative if you could consider our charity for receipt of some funding, if you have any available to support local causes in your area? If you would like any more information in support of this please let me know.

We are also keen to make sure people are aware of our services and the support we can provide. If you are able to help with the circulation of information, leaflets, or posters around your local area, please do let me know.

Kind regards

*Claire*

Claire Abbs  
**Chief Executive**

**CLERK'S REPORT FOR COUNCIL MEETING 16.10.19**

| <b><u>ITEM</u></b>                               | <b><u>DESCRIPTION</u></b>          | <b><u>COMMENTS</u></b>   |
|--|------------------------------------|--|
| Town Hall  | Refurbishment                      | <b>AGENDA ITEM</b>   |
| 23 Market Place                                  | Let to WH Brown<br>Rent issue      | Agreed a five-year lease – currently working with solicitors   |
| Cemetery Cottage                                 | Private Letting                    | No known issues  |
| Cemetery   |                                    | No known issues.   |
| Allotments                                       |                                    | No known issues.   |
| Churchyard                                       |                                    | Issue with wall between church and 12 Church Terrace.<br>Still waiting for quote from builders – reminder sent |
| Market Place                                     |                                    |  |
| Farmers' Markets                                 |                                    |  |
| Markets  |                                    |  |
| J a n n y s C l o s e<br>Community Garden        |                                    | Complaints about anti-social behaviour have tailed off   |
| Staithe  |                                    |  |
| "Little Staithe"                                 | Bench Request                      | Bench on order   |
| Hopkins Homes<br>areas general                   |                                    |  |
| Paupers Graveyard                                | Clearing                           | Weed killing undertaken  |
| Norfolk Homes Play<br>Areas (equipped)           | Wymer Drive                        |  |
| Norfolk Homes<br>large area off<br>Mileham Drive |                                    | Item placed on Facebook to gather opinions. Report will be brought to council in November or December          |
| Land at Sapwell<br>Close                         | A d v e r s e<br>Possession Claim  | Now with a different Government Department   |
| Car Parks  |                                    | Awaiting details of BDC review   |
| Street Lighting                                  | R e p l a c e m e n t<br>Programme | In progression   |
| Mill Road/Cawston<br>Road                        | Installation of<br>Bollards        | Agreed final placement at a site meeting with Highway Engineer   |
|  | O n s t r e e t<br>parking         | Not to be followed up by District Councillors  |

|                          |  |   |
|--------------------------|--|---|
| Public Toilets           |  | Issue with ceiling in the ladies disabled toilets. Leaking badly and covered with a black mould. Have budgeted for additional work in the draft 2020/21 budget  |
| Offices - Public Toilets |  |   |
| COMMA/Archives           |  | Will partner with Norfolk County Council on a National Lottery heritage project   |
| Litter & Dog Waste Bins  |  | Issues with a litter bin on Gashouse Hill which may need replacing  |
| Bus Shelters             |  | Have received £20,000 from Norfolk County Council. Need to agree positioning bearing in mind the lack of a footway at Woodgate. This is in negotiation with NCC and Persimmon   |
| Pump                     |  |   |
| Pillboxes                |  |   |
| War Memorial             |  |   |
| Highway Rangers          |  | The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc.<br>Please let the office no of any such areas and we will add it to the schedule we send them |
| Highway Verges           | Request to consider different management | We have received details of a highway management plan whereby the land is managed to encourage further wild flowers.  |
| Neighbourhood Plan       |  |   |
| Rural Market Towns Group | Request to join                          | The Rural Services Network are looking to establish a Rural Market Towns Group which they state would give s new 'voice' to countryside towns. They have approached 200 town of which Aylsham is one of six in Norfolk. The annual subscription will be £130.           |
| Drill Hall               |  | <b>AGENDA ITEM</b>  |
| Community Speedwatch     | Need to re-establish                     | Still short of volunteers and someone to organise   |
| Telephone Box            | Refurbishment                            | Planning application submitted  |
| Bure Meadows Footpath    | New Footpath across to Dunkirk           |   |
| Staffing                 |  | <b>AGENDA ITEM</b>  |



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|--|--|--|
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|--|--|--|

#### **Items for Town Council to consider/note**

- Request made via Facebook and the schools for ideas for the open space on Henry Page Road
- Aylsham archives will be part of a Norfolk County Council Heritage Lottery project
- Request for different management of highway verges
- Membership of Rural Market Towns Group

19<sup>th</sup> September 2019

Mrs Sue Lake  
Aylsham Town Clerk  
Aylsham Town Council  
Town Hall, Market Place  
Aylsham, Norwich, NR11 6EL

### **Town Hall PA System**

Dear Sue,

I am writing to you on behalf of the Trustees of the Aylsham Older Peoples Association, (AOPA). One of the responsibilities of the AOPA Trustees is the upkeep and improvement of the Friendship Hall, Mill Road, Aylsham.

A number of improvements are required to the Hall, one of which is the replacement of the PA system which is proving to be increasingly unreliable and difficult to understand.

The PA system is used extensively by the hirers of the hall who include vulnerable groups such as the Blind Club and the Friendship Club, so it is an essential necessity for these groups that the PA system is reliable and clear. That said, a good quality PA system would also be of great benefit to some of our other hirers e.g., for their dance and fitness classes, and for the AOPA Social Club during their functions and meetings. These are all Aylsham community based groups.

I understand that the Town Council are shortly to upgrade the PA system in the Town Hall and I would like to apply for the old system to be donated to the AOPA for use in the Friendship Hall.

I would be most grateful if you could submit this letter to the Council for their consideration of my request.

Yours sincerely,

John

John Lock  
AOPA Treasurer & Trustee

**MINUTES OF THE MEETING OF THE CITTASLOW AYLSHAM COMMITTEE  
HELD IN THE COUNCIL CHAMBER AYLSHAM TOWN HALL  
ON THURSDAY 19 SEPTEMBER 2019 at 7.00 p.m.**

**PRESENT:** Mr P Prekopp, Aylsham Slow Food, Chairman  
Mr R Willis ABEF  
Mrs J Kerrison Aylsham WI  
Mrs M Evans Aylsham Town Council  
Mr G Margaron, Aylsham Community Partnership  
Mrs J Marles Aylsham In Bloom  
Mrs J St Clair Aylsham U3A  
Mr R Preston, Walkers are Welcome

**OFFICER:** Mrs S Lake, Aylsham Town Clerk

**01 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from  
Mrs V Shaw Aylsham Town Council  
Ms K Hughes, Broadland District Council

**02 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS**

There were no Declarations of Interests or any Requests for Dispensations.

**03 MINUTES**

The Minutes of the Cittaslow Aylsham Meeting held on 18 July, were **confirmed and signed**.

**04 MATTERS ARISING**

None

**05 ITEMS REFERRED FROM LAST MEETING**

The Cittaslow video mentioned at the last meeting failed to load so will be viewed at the October meeting

**06 ADJOURNMENT OF THE MEETING**

In the absence of any member of the public, the meeting continued without adjournment.

**07 OTHER ORGANISATIONS IN AYLSHAM**

The matter was discussed at length and suggestions included Rev Jack Branford from Aylsham Church and Peter Baker from the Bure Valley Conservation Trust

**08 FARMERS MARKET**

The Farmers Market in September was very quiet. Steve Norgate did a cooking demonstration but had poor attendance figures.

The Pyebaker is retiring but it is hoped to get another bread stall in his place.

**09 PROJECTS**

**i) OLD STATION YARD**

The apples had produced a good crop this year. The Town Clerk had been approached by a resident who with others was interested in creating a community orchard. There may be some scope at the Old Station Yard so the clerk will meet with her and Giles to discuss this further.

ii) **WALKERS ARE WELCOME**

Norfolk Day attracted six people to the walk.

Problems with footpaths have been identified but action to the reports by Norfolk County Council has been nil.

It was questioned if there was a DoFE scheme at the High School and whether this could be an avenue for Walkers are Welcome. Richard Preston advised he would look into it.

iii) **STREET PARTY – 2020**

The date for 2020 has been set as July 5<sup>th</sup>. The Lovin Handful, Saturn AV and Playbus have been booked. Another singer has been contacted but not confirmed and the scouts climbing tower will be approached to attend.

iv) **NORFOLK DAY – JUNE 21<sup>ST</sup>**

This had been poorly attended and serious consideration as to whether to take part next year will be needed.

**10 CITTASLOW UK & INTERNATIONAL MATTERS**

A meeting is scheduled for the 12<sup>th</sup> October in York. There has still been no movement on the website. Will look to Cittaslow UK for a grant to celebrate the Cittaslow Aylsham anniversary.

Richard Preston is in the process of reviewing the Cittaslow document and hopes to bring a report to the next meeting.

**11 AYLSHAM CITTASLOW AND SLOW FOOD ANNIVERSARIES**

This has been set for the October weekend to coincide with the 2020 Food Festival. This will also be when the Slow Food UK AGM will be held. Ideas for what could be done to promote this were requested.

**12 AYLSHAM COMMUNITY EVENTS COMMITTEE**

The Folk Festival was fairly poorly attended and the Wildcraft weekend attracted a great number of complaints. All is set for Christmas Lights switch on. It was suggested that placing advance warning notices of road closures may be appropriate.

**13 SLOW FOOD AYLSHAM**

Pat Prekopp gave a full report on the various activities they had been engaged with over the summer. These included the Aylsham Show and Farmers Markets.

Preparations for the Food Festival are proceeding well.

They are also working with the Food Bank regarding the recipe book.

Membership is quite low and is at a critical point for its continuous

**14 AYLSHAM IN BLOOM**

The Traders competition was very successful. Planting for the winter will take place shortly. The Bloom project group are looking at creating an area around the noticeboard at The Buttsland to add colour.

**15 ABEF**

The proposal for a TV at the Bure Valley Railway has been rejected. The clerk advised she had been approached by an artist who had created a map for North Walsham and this might be something they would like to consider.

The marquee at the Aylsham Show was well received.

Another business breakfast will be held in January.

**16 AYLSHAM PARISH CHURCH AND CHURCHES TOGETHER**

No report available.

**17 ITEMS FOR INFORMATION/NEXT AGENDA**

Nothing raised.

**18 DATE OF NEXT MEETING**

The date of the next meeting was confirmed as **Thursday 17<sup>th</sup> October 2019 at 7.00p.m.in the Council Chamber, Aylsham Town Hall**

**CLOSURE OF THE MEETING**

There being no further business the Chairman closed the meeting at 8.25 p.m.



**AYLSHAM COMMUNITY EVENTS COMMITTEE**  
**MINUTES OF THE MEETING OF THE**  
**AYLSHAM COMMUNITY EVENTS COMMITTEE**  
**HELD IN THE DRILL HALL, CAWSTON ROAD, AYLSHAM**  
**ON WEDNESDAY 2<sup>nd</sup> OCTOBER 2019 at 7:30pm**

**PRESENT:**

|                   |   |                                    |
|-------------------|---|------------------------------------|
| Eileen Springall  | - | Chairman (Councillor)              |
| Karen Smith       | - | Vice Chairman (Town Resident)      |
| Natasha Carver    | - | Aylsham Town Council Administrator |
| Sue Lake          | - | Aylsham Town Clerk                 |
| Joan Bennett      | - | Councillor                         |
| Trevor Bennett    | - | Councillor                         |
| Rodney Clerk-Ward | - | Councillor                         |
| Ian Gravenell     | - | Town Resident                      |
| Giles Margarson   | - | Town Resident                      |
| Ed Margarson      | - | Town Resident                      |
| John Brown        | - | Aylsham Scouts                     |

**1. WELCOME INTRODUCTIONS & APOLOGIES**

Apologies were received from Jack Branford, Valerie Shaw, Matt Miller, Andrew Strange these were accepted.

**2. TO RECEIVE MEMBER'S DECLARATIONS OF INTEREST IN AGENDA ITEMS**

None Received

**3. TO CONFIRM MINUTES OF MEETING HELD ON 4<sup>th</sup> SEPTEMBER 2019**

Minutes of the meeting held on 4<sup>th</sup> September 2019, as previously circulated were confirmed and signed.

**4. INFORMATION ON MATTERS ARISING**

None Noted

**5. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK**

None present

**6. TO RECEIVE AN UPDATE ON THE ACCOUNT BALANCE FOR THE AYLSHAM EVENTS COMMITTEE**

A copy of the accounts was passed to all committee members these were accepted. From the accounts it shows money is now coming in for the Christmas lights stalls.

**7. TO DISCUSS ANTIQUE AND COLLECTORS FAIRS**

No Update

**8. TO DISCUSS THE EVENTS OFFICER'S PROGRESS REPORT**

This was previously circulated and accepted.

**9. TO RECEIVE UPDATE ON FESTIVAL OF DANCE, MUSIC AND SONG 06<sup>th</sup>/07<sup>th</sup> SEPTEMBER 2019**

Brian Gaudet sent his apologies as he was unable to attend the meeting, he will provide a financial breakdown once Pete is back and all bills paid.

The committee had a discussion on how the event went. The committee felt that the Friday evening in the Unicorn was not as successful as hoped; a discussion was had over the

suitability of the venue used. It was also discussed on the lower numbers attending the concerts. The committee also felt that the name of the event used was not that descriptive and may people commented that they were unsure what the event was about. Eileen thanked those who helped at the event.

The committee AGREED that they would be happy to support them again in the same way.

**10. TO RECEIVE UPDATE WILDRAIDER EVENT 13<sup>th</sup>/14<sup>th</sup> SEPTEMBER 2019**

The Town Council received a number of complaints with regards to the noise level, type of music played and the timing of the event. There were no complaints directly to Broadland to check on the noise level. Unfortunately the attendance was also low on the 2 days. Eileen asked that Mike send a report in to the events committee on how the event went.

**11. TO DISCUSS 5K COLOUR RUN 13<sup>th</sup> OCTOBER**

Currently 77 people booked in and we have boosted the post on Facebook. We need 130 entrants to break even. Natasha will continue to work on this.

**12. TO DISCUSS CHRISTMAS LIGHT SWITCH ON 29<sup>TH</sup> NOVEMBER 2019**

Arrangements are going well. Eileen has now delivered letters to all residents and shops and has spoken to Kennedy's Gym. Giles confirmed that we are able to use the Old Post Office car park area. Natasha has arranged for children's stalls to be placed in there. Ed has concerns with regards to the location of the trailer and will look at locating it in front of the Town Hall. He will lease with Giles and the office. Giles to look at parking at keys at BVR, John has offered the scouts to do parking duties on the night.

**13. TO DISCUSS VE DAY CELEBRATIONS 2020**

Karen to contact Patterson Lodge with regards to clothing and Bell tents 1940's and Debbie Dangerfield with regards to the Girl Guiding being involved.  
John Brown confirmed that the Scouts and would be happy to join in and will bring along and build air raid shelters. John will also confirm the climbing wall for the event.  
Ed to contact Timescape regarding performing on the day  
Rodney has arranged for an ATV from the Fire Service to be there in the Market Place and also 1940's Fire kit.  
Sue to look at a film showing in the Town Hall – possible 'Royal Night Out'  
Giles to look into what Aylsham did on VE Day and bring it to the next meeting  
Sue to speak to archives for footage  
Smudge has been contacted for the British Legion  
Natasha to contact the WI to ask if they would like to be involved, and also to Jack Branford at Aylsham Church as to what involvement they would like.

**14. TO DISCUSS ANY POSSIBLE FUTURE EVENTS TO BE HELD**

Sue confirmed that 1 band is booked for the street party next year on 5<sup>th</sup> July.

**15. CORRESPONDENCE RECEIVED**

Correspondence received for wildfest this was noted under agenda item 10.  
Creative Arts East Live had emailed with a renewal for their yearly membership for live entertainment. This is at a cost of £40 for the year. The committee Agreed to renew.

**16. ANY FURTHER BUSINESS**

A discussion was had with regards to a number of events being held through the year, this will be taken to the January meeting to look ahead for the coming year It was raised that not all events held in the market place are advertised on the website, it was agreed that all events in the Market Place should be advertised on the website even if not being run by the Town Council.

A discussion was had over the meeting time of the Events committee, it was agreed that the meeting time will now be at 7pm on the 1<sup>st</sup> Wednesday of the month in the Drill Hall.

**TO NOTE ITEMS FOR INFORMATION/DISCUSSION AT THE NEXT MEETING**

Street Party 5<sup>th</sup> July 2019

Future planning, monitoring bookings for events in the market place

Fireworks Display

Open Air Cinema

**17. DATE OF NEXT MEETING**

Wednesday 6<sup>th</sup> November 2019

Meeting Closed at 21:15



**AYLSHAM RECREATION GROUND COMMITTEE  
MINUTES OF MEETING HELD  
10<sup>TH</sup> SEPTEMBER 2019**

**Present**

Keith Hilton, Barry Lancaster, Heather Morton, David Curtis, Richard Moore

Wendy Murphy – Finance Officer/Secretary  
Richard Forrest Hill – Recreation Ground Manager

**1. Apologies and Welcome**

Apologies were received from Anita and Barry Godden, Robert Bingham, Chris Deller, Eileen Springall

**2. Minutes of the previous meeting**

The minutes of 20<sup>th</sup> August 2019 have been circulated and were agreed as a true record.

**3. Matters Arising**

None to report

**4. Financial Reports**

Wendy Murphy distributed the finances and confirmed that the reconciled balance as at 31/08/2019 was £41,539.00.

A Savings Account has been opened with the same signatories as the current account and £30k has been moved into this account

All audited accounts have been received and it was decided to leave the rentals the same for the coming year.

The Budget figures were handed round and it was agreed to put a proposal for a grant increase which is received from Aylsham Town Council to £65,480. This is an increase of £2,630.00 from last year. The committee unanimously agreed this.

**5. Storage Unit and Scoreboard**

Keith Hilton, Barry Lancaster and Richard Forrest – Hill had a meeting with CNC and it was agreed that the distance from boundary to building can be 3 meters and only the rear wall of the building needs to have a minute fire protection. CNC have suggested that a material called Superlux from a company called Promat should be used. This will be looked into and a price obtained – **Action RFH, KH and BL**

The Storage units are due to moved Wednesday 25<sup>th</sup> September – Action RFL to arrange this with user groups

A C Bacon (Norfolk Steel) have agreed a price £30,065.00 + VAT for a welded hot-rolled steel frame. It was agreed by the committee that an order can now be placed – **Action WM**

The Grounds Maintenance done by AMB can now have an order placed but Wendy to confirm if there price includes the breaking up of the concrete ramps and removing the debris – **Action WM**

**6. Corporate Identity for the Recreation Ground**

Wendy Murphy is still arranging for her Daughter to produce a logo – **Action WM**

Wendy Murphy has been contacted by Harriet Lumb and she will be passing the existing Facebook page onto Wendy so that this can be updated and used. Once this is complete Wendy Murphy will arrange for a Website to be completed. **Action WM**

#### **7. Action for Children**

The date for the handover for the offices back to the Recreation ground is 27<sup>th</sup> September 2019

#### **8. Recreation Ground Managers Report Container Movement – Scheduled for 25<sup>th</sup> September**

**Goal Posts** – These have been received and are being used. They are positioned next to the Smile Park and secured by harass fencing.

**Pavillion Kitchen cleaning/painting** – Keith Hilton, Wendy Murphy and Richard Forrest Hill will be looking at doing this on Saturday 28<sup>th</sup> September – Keith Hilton will then be spending the rest of the week painting the kitchen

**Bins – Keith Edwards will finish putting these in place this coming Thursday**

**Water Fountain** – Richard Forest Hill has looked into providing one of these outside but the cost would start from £2500.00 so it was felt that this would be too much money at the moment to continue looking into.

#### **9. Ground Maintenance**

Keith Edwards will be looking at reseeding the areas outside the football pitch and getting the pitch ready for the season. He is currently weed killing in the tennis courts.

#### **10. Skate Park / Smile Park**

No known issues

#### **11. AOB**

**Dogs on Leads** – This is still an issue and will still need to be monitored over the next few months

**Holly Bush** – This is near the zip wire and needs to be removed – **Action RFH**

**Spotlights** – The running club have asked if spotlights could be put on the pavilion to light up the running track – It was discussed that this may cause light pollution so it was agreed that this would not be possible.

Meeting closed at 20.53

Date of next Meeting – 8<sup>th</sup> October, Pavilion Recreation Ground 19.00pm

**AYLSHAM RECREATION GROUND COMMITTEE  
MINUTES OF MEETING HELD  
8<sup>th</sup> October 2019**

**Present**

Keith Hilton, Francis Dodd, Heather Morton, Richard Moore. Ben Norton, Myles Hague

Wendy Murphy – Finance Officer/Secretary

Richard Forrest Hill – Recreation Ground Manager

**1. Apologies and Welcome**

Apologies were received from Anita and Barry Godden, Eileen Springall and David Curtis

**2. Minutes of the previous meeting**

The minutes of 10<sup>th</sup> September 2019 have been circulated and were agreed as a true record.

**3. Matters Arising**

None to report

**4. Financial Reports**

Wendy Murphy distributed the finances and confirmed that the reconciled balance in the current account as at 30/9/2019 was £6,356.28 and the saving account was £30,000.00. Hirer's invoices outstanding were £4,288.93 and Payments to be made are £13,919.54 which included a deposit to A C Bacon £10,822.80. The true balance is £28,991.00

Wendy Murphy confirmed that she is looking into the BT Bill for broadband that is received from BT which is now out of contract and is £81.00 per month. This was used by Action for Children. The CCTV camera does not use broadband and neither does the alarm. It was agreed that this should be cancelled – **Action WM**

The Alarm was discussed and it has not been set for a long time – Wendy will look into this and check with the Insurance to see if this needs to be used in future. – **Action WM**

Wendy Murphy confirmed that the internal Audit had been carried out and that she will now put the details onto the charity commission's website – **Action WM**

**5. Storage Unit and Scoreboard**

Richard Forrest Hill confirmed that the concrete apron had been removed and is now ready for the groundworks to begin on 28<sup>th</sup> October 2019. The CCTV camera is being relocated on 25<sup>th</sup> October 2019 and himself and Keith Hilton will be taking down the green fence. A C Bacons are due to start the end of November – **Action RFH/KH**

The Burgh Road car park will need to be closed at times and signs will need to be done to let the public know – Wendy will get some laminated ones done – **Action WM**

**6. Corporate Identity for the Recreation Ground**

Wendy Murphy is still arranging for her Daughter to produce a logo – **Action WM**

Wendy Murphy has been contacted by Harriet Lumb and she will be passing the existing Facebook page onto Wendy so that this can be updated and used. Once this is complete Wendy Murphy will arrange for a Website to be completed. **Action WM**

**7. Hooked on Stitching**

Jill Willis has moved into the offices and has signed a licence that gives either party one months' notice. This is due to be reviewed August 2020.

Richard will arrange for a quote from Haynes Electrical for the door code passes to be removed and normal key locks to be added to the doors. She will also be putting an external letterbox on the outside of the pavilion.

## **8. Recreation Ground Managers Report**

**Pavilion** - New push buttons will be ordered for all the toilets. Haynes electrical will be coming in to give a quote for the remedial work that has already been quoted by Cooks electrical – **Action RFH**

**Football pitches** – The goal posts are being well used and the fixtures are now coming through for football matches

**Tennis Courts** – There is a small oak tree in the tennis courts that will need attention and the hedges will need trimming – Richard will get Keith to do this over the next few weeks – **Action RFH**

**Recreation Ground General** – A recycling bin was mentioned, Wendy confirmed that there would be an additional cost for this and it was agreed not to proceed with this at this time. – A member of the public had asked if there could be a dog poo bin at Burgh end car park, there is one on Burgh Road – Wendy confirmed that all dog poo could be put in normal refuse bins and a sign to that effect could be done – **Action WM**

Richard asked if he could do some courses – It was suggested that he should do a Safeguarding, Playground Inspection, Health and Safety and First aid course. Wendy will look at the Playground Inspection course and First aid course, Richard will look into the other two – **Action WM/RFH**

## **9. Ground Maintenance**

The winter programme will now start and the area beyond the kick about area will be looked at. The grass cuttings from the Bowls club and the recreation are put here and Wendy agreed that this could go down to the Cromer Road allotments to be used as mulch. Richard will arrange for this to happen – **Action RFH**

## **10. Skate Park / Smile Park**

There are a few areas on the ground surfaces that need to be looked at but this will be done in the spring. All the bolts and nuts will be checked and Richard will make sure that nothing is missing.

## **11. AOB**

### **Reports from User Representatives –**

**Tennis Club** – They have decided not to let the running club use their courts on a Thursday night as they felt that the fence would be in danger and they are having a repair done on it at the moment.

**Cricket Club** - They are in the process of doing their winter work on the cricket ground. It was confirmed that their grant money would be given to them in May. They have sent an email with dates for next year's fixtures.

**Bowls Club** – They have finished their season. Wendy mentioned the De-Fib that is locked away at the Bowls Club now the season is finished and thought it would be a good idea to see if it can be moved so that it is more accessible. The Recreation Ground would look at providing a box for this if it is to be positioned outside. Francis Dodd will go back to his club for this to be discussed

**Aylsham Running Club** – Myles Hague confirmed that they now have 50 members and the club is doing really well, outside lighting was mentioned and Richard Forrest Hill will get a quote from Haynes Electrical to see how much it would cost for spotlights to be put on the apron of the pavilion. – **Action RFH**

**Petanque** – They are now going into their winter season and the petanque square will be used all winter.

**Cleaning Schedule/Chairs** – Keith Hilton asked if the cleaner had a schedule to keep to when cleaning the Pavilion. Wendy confirmed that he did and it was kept at The Town Council offices. He also asked if Rupert could look at cleaning the chairs if the Recreation Ground provided some upholstery cleaner. Wendy will ask him but as Concept Carpets were going to be asked to clean the carpet tiles they may be able to do the chairs at the same time, Richard will speak to them when he meets them on Thursday – **Action WM/RFH**

**Colour Run** – Keith Hilton confirmed that this was taking place on Sunday 13<sup>th</sup> at 11.00am if anybody was interested in attending. Wendy confirmed that 107 people had applied so far.

**Picnic Benches** – Keith Hilton has written to District Councillors Sue Catchpole, Steve Riley and David Harrison for a donation toward these from their pot of money that is allocated to them for local causes. He is also producing a letter to be delivered to local business to see if they would like to sponsor a bench – **Action KH**

**Christmas Light switch on** – Fund Raising – Keith Hilton has asked for a pitch on this day which is Friday 29<sup>th</sup> February. He has devised a game involving a Ladder, Flower Pots and Bean Bags with 50p a go and 3 prizes £25.00, £15.00 and £5.00, the highest number wins. Etc. Recreation Committee members offered to help towards the cost of this and Wendy will remind them of their pledges when she sends out the next Agenda. Any Help would be appreciated on the night - **Action KH/WM**

**Fridge** – Ben Norton has an under counter fridge that he will donate. I will arrange for this to go into the kitchen – **Action BN**

Meeting closed at 20.40

Date of next Meeting – 4<sup>th</sup> November 2019, Pavilion, Recreation Ground 19.00pm (Change of date due to the Secretary not being able to make the 12<sup>th</sup> November)